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7 April 1948

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Progress Report of the Executive for Inspection and Security for the Month of March 1948.

I. PROGRESS FOR MARCH

A. Status of Security within CIA

1. The investigation of personnel cases continues to present a problem in view of the limited investigative facilities available to the Agency. The limited facilities do not permit full investigative service as was rendered by the F.B.I. prior to their withdrawal of such facilities on 1 January 1948. As a result there has developed a problem on security clearance for clerical and stenographic personnel. This problem has been somewhat relieved by the establishment of unclassified stenographic and newspaper clipping pools which permit the entrance on duty prior to complete investigation of certain personnel for employment on unclassified projects. This problem is being given continued consideration in order that adequate means will be available to maintain the investigative work load on a current basis.

2. Security violations for the month of March numbered the same (16) as for the month of February. The violations consisted of ten open safes and eight cases of exposed classified material. The security situation, however, is very favorable for the Agency in view of the fact that during the month of March 117 complete inspections were carried out by the Night Duty Officers. Only 16 security violations were developed as a result of these complete inspections which consisted of checking, on a division basis, every safe, desk, and other possible container for the improper storage of classified material.

3. The various areas of CIA are developing detail operating instructions to implement the Disaster Plan. The instructions are being coordinated and visual charts of evacuation plans for all buildings are to be posted throughout the Agency. In like manner, a coordinated system of alarm signals is to be installed in order that the program may be carried out on a uniform basis.

B. Accomplishments and Activities during March 1948

4. Investigations Division

a. Increased liaison efforts have resulted in access to special security files which are now available only to this Agency and the

DEC 3  
ORIG COMP 31  
ORIG CLASS 5  
JUST 22  
REV DATE 04/09/80  
BY 018935  
REV CLASS C  
NEXT REV 3010  
AUTH: HR 10-2

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b. The Personal History Statement form has been revised and the final proof copy approved to provide more explicit coverage from the standpoint of investigative requirements.

d. The mechanics for implementing the program for clearance of contacts for the Contact Branch have been established in conformity with the recently established policy for these two programs.

(1) Number of cases in process in FBI as of 1 March 1948:	2
Number of cases under investigation by facilities other than the FBI as of 1 March 1948:	71
Number of cases in process in I & S as of 1 March 1948:	<u>191</u>
TOTAL cases in process as of 1 March 1948:	264

Number of cases forwarded for investigation during period:	165	
Number of PHS's receiving pre-investigation action:	<u>15</u>	180
Less PHS's receiving pre-investigation action 1 March 1948:		<u>43</u>
		137
Less re-opened case forwarded for investigation:		<u>1</u>
	not	136
Plus cases closed and/forwarded for investigation:		<u>15</u>
TOTAL number of new PHS's received during period:		151
Interim Activities reports received:		4
Re-opened case:		<u>1</u>
TOTAL number of requests for clearance received during period:		156

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Number of Approvals:	40	
Number of Disapprovals:	6	
Number of cases closed before completion	19	
TOTAL cases closed during month:		65
Cases in process in FBI as of end of month:	2	
Cases under investigation by facilities other than FBI:	223	
Cases in process in I & S as of end of month:	130*	
TOTAL cases in process as of end of month:		356

\* This is a rotating figure which includes 2 completed applicant cases awaiting appraisal. These cases will be appraised within 1 working day. It also includes 87 low priority cases concerning re-investigations of persons on duty. This figure also includes 15 cases in which the PHS's are receiving pre-investigation action, together with cases involving incomplete PHS's, those awaiting justification of necessary exception to existing security policy, etc.

## (2) Name Checks for Contact Branch:

(a) Number pending last day of previous month	19
(b) Number requests received during month	217
(c) Number completed during the period	184
(d) Pending	52

## (3) Name Checks other than those for Contact Branch:

(a) Number pending last day of previous month	573
(b) Number requests received during period	243
(c) Number completed during period	266
(d) Pending	350

(4) Number of Exit Interviews conducted, and interviews with employees leaving Washington, D. C., or having a temporary break in actual employment: 55

(5) Number of files reviewed for representatives of other Government agencies: 25

(6) Name checks conducted for the FBI against the security files of CIA: 50

5. Physical Security Division

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a. A physical security survey of office space for Contact Branch [REDACTED] was conducted by this office and security recommendations submitted.

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b. A meeting was held with the Property Board, CIA concerning responsibilities of this office for investigation of certain types of property losses.

c. Report was prepared for the security advantages and savings which would result from a single-building occupancy by CIA.

d. A comprehensive study is in progress on the subject of substituting senior grade Guards for the present Guards in CIA installations and the creation of a separate Guard Group under direct supervision by this office. The study results from many deficiencies inherent in the organization and operation of the present guard system.

e. Thorough inspection was made of all guard posts in CIA installations and review of guard logs and instruction books.

f. During the month of March five security indoctrination classes were held for 54 new employees.

g. A summary of open safes and exposed classified material violations for the month of March is as follows:

<u>OFFICE</u>	<u>EXPOSED CLASSIFIED MATERIAL</u>		<u>OPEN SAFES</u>	<u>TOTAL</u>
	<u>Top Secret</u>	<u>Secret &amp; Confidential</u>		
*Dir. Off.	0	1	0	1
Gen. Counsel	0	0	0	0
ICAFS	0	1	0	1
A&M	0	0	0	0
I&S	0	0	0	0
OCD	0	0	0	0
ORE	0	3	2	5
O-O	0	2	1	3
OSO	0	1	7	8
GPO (South Bldg.)	0	0	0	0
Advisory Council	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	0	8	10	18

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h. Safe repairs for the month of March consisted of 254 changes of combinations, 54 secondary repairs, and 20 major repairs to safes in CIA. During March 70 new employees received preliminary indoctrination, fingerprinting, and photographing; 107 regular badges were made and issued; 9 limited passes were made and issued; 54 badges were destroyed. In addition, 47 CIA Disaster Plan Emergency Officer badges were made and issued, and 62 persons refingerprinted because of unsatisfactory prints taken by predecessor CIA organizations.

i. Night security inspections made by Night Duty Security Officers were as follows:

<u>OFFICE</u>	<u>NUMBER OF INSPECTIONS MADE</u>	<u>REMARKS</u>
Director's Office	5	1 Building
General Counsel	5	1 Building
O.R.E.	14	5 Buildings
A & M	38	By Branches- 3 Bldgs.
O.C.D.	9	2 Buildings
I & S	11	2 Buildings
I.C.A.P.S.	4	1 Building
O-O	23	By Branches- 4 Bldgs.
Advisory Council	5	1 Building
Exec. Dir. & Off. Sec. H.I.A.	5	1 Building
G.P.O.	4	1 Building
<b>TOTAL</b>	<b>117</b>	

j. Visitors processed by Receptionists in the various CIA buildings for the month of March were as follows:

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<u>BUILDINGS</u>		<u>PURPOSE OF VISITS</u>			<u>Totals</u>
		<u>General Visitors</u>	<u>Applicants for Employment</u>	<u>Employees without * Badges</u>	
25X1A		67	-	12	237
	"Q"	755	185	88	1042
25X1A		110	-	76	204
	South	193	42	90	359
	Central	199	5	180	402
	Administration	185	-	15	204
	North	582	235	99	937
	2210 "B"	25	-	-	27
	"M"	599	83	190	943
25X1A		145	-	42	330
	Briggs School	55	10	49	128
		95	15	10	137
25X1A		45	-	6	63
<u>Totals</u>		<u>3044</u>	<u>575</u>	<u>862</u>	<u>5013</u>

\* The total of 862 employees without badges largely represents those employees on duty for whom badges have not been issued. It is estimated, however, that one out of every 15 employees forgets his badge once a month.

#### 6. Inspection and Audit Division

a. A special investigation was conducted on order of the Acting Executive for I & S covering certain confidential matters and report made to the Deputy Director.

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b. Further discussions were held concerning a redefinition of the functions of the inspection activity, as a result of which a statement of functions was approved by the Deputy Director.

c. An inspection of field activities was initiated in accordance with an order of the Director.

d. A study was made of the various functions and operations of ONS for training and indoctrination purposes.

e. The audit of Special Funds accounts initiated in February continued throughout the month of March.

#### 7. Security Control Staff

a. Final coordination was completed and general concurrence obtained for the final draft of administrative instructions to supplement and revise Top Secret Control Procedures in CIA.

b. Reviews were made and decisions rendered with respect to approximately 14 requests for security clearance to deliver lectures, submit academic papers, submit writings for publication, teach school courses, and engage in extra-official group activities.

c. Approximately 20 opinions and policy decisions relating to security matters were given in response to specific requests by CIA personnel.

d. Security survey was conducted in Reference Center, ONS, to determine safeguards afforded special JIC material. Satisfactory security measures were found to be in force.

e. Contact security surveys were conducted at the U. S. Weather Bureau, National Bureau of Standards, and Coast and Geodetic Survey for the purpose of determining security practices and establishing understanding with respect to the handling of classified CIA information. Policy memoranda were issued concerning these surveys.

f. Fifteen clearances were requested for security policy covering discussion with and dissemination of classified information to individuals in non-IAC agencies.

g. Reviewed and approved three contact policy memoranda for internal use by ONS.

h. Prepared and coordinated memorandum setting forth uniform standards and procedures for the security clearance of contacts and sources for use by Contact Branch, OS, in the [redacted] of foreign intelligence sources.

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1. Memorandum issued with reference to Paragraph 3a NSCID No. 7 concerning provision for standards and procedures for clearance of IAC agency personnel assigned to CIA [REDACTED]

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1. Security consideration was rendered concerning the establishment of a new Group Hospitalization Plan for CIA.

## II. PROJECTS AND PLANS FOR APRIL

### 1. Investigations Division

Special procedures are to be developed for the appropriate implementation of the contact clearance program.

### 2. Physical Security Division

Complete implementation on a detail basis of the CIA Disaster Plan should be completed within the coming month by each area of CIA. Efforts will be made to obtain approval and initiate necessary action for the establishment of a separate Guard Force for CIA which will greatly improve security and will supplement CIA Disaster Plan.

### 3. Inspection and Audit Divisions

a. Completion of inspection of field activities.

b. Preparation of a procedural guide when the redefined functions of inspection and security have become fully implemented.

c. The carrying out of a special investigation of a confidential matter as directed by the Executive Director.

d. Continuation of the audit of Special Funds. Inasmuch as the audit will require full time of the entire staff of the Audit Division, no other projects are planned for April.

### 4. Security Control Staff

a. Renewed consideration will be given the proposal for the storage of vital CIA documents against the possibility of emergency or disaster.

b. Contact security policy memoranda will be issued concerning relationships with six non-IAC agencies. Completion of establishment of sub-liaison clearing authorities in three non-IAC agencies.

c. Instruction will be recommended describing procedures for access to CIA intelligence files by representatives of other intelligence agencies.

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d. Recommendations for the DCI will be prepared with reference to the proposal for exploitation [REDACTED]

e. Recommendations will be prepared for the DCI concerning the security aspects of the research and education plan proposed by ORG.

f. As activities permit, a comprehensive study will be made of existing security policies and procedures relating to various non-IAC government agencies with a view toward improvement in operating procedures on a uniform basis and eliminating various minor difficulties reported by operating personnel of GCD.

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CHAPFIELD EDWARDS  
Colonel, GSC

Executive for Inspection and Security

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cc: Executive Director  
Asst. Director, ORG  
Assistant Dir., CO  
Asst. Director, GCD  
Asst. Director, GSO  
Executive for I & S  
[REDACTED]

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